



Benton-Franklin Health District Environmental Health Division

Phone: (509) 460-4205

Fax: (509) 585.1537

7102 W. Okanogan Pl. Kennewick, WA 99336

www.bfhd.wa.gov

Dear Applicant,

Benton-Franklin Health District will begin issuing temporary permits for those events that currently meet COVID-19 safety requirements beginning April 19th, 2021. Late fees will be waived until June, 1 2021. Applications submitted after June 1, 2021 and less than 14 days prior to their proposed operating date, will be subject to an applicable late fee.

Event coordinators must submit a COVID-19 safety plan to be reviewed for current phase compliance. Temporary permits will be placed on hold until the event coordinator COVID-19 safety plan has been submitted and reviewed for compliance. Once reviewed and found to be in compliance, temporary permit applications for that event will be processed. **Permitted food vendors must wear masks and follow other COVID-19 safety requirements.** Failure to do so could result in permit suspension.

For current COVID-19 requirements, please visit the [What's Open Page](#). Guidance and requirement documents often change as they are updated.

Answers to common questions:

What is a Temporary Food Establishment?

A Temporary Food Establishment (TFE) is where a food retailer prepares or sells unpackaged foods at a fixed location affiliated with an event, such as a fair or farmers' market. TFEs have specific food service limitations and requirements.

Who needs to get a temporary permit?

All individuals or groups planning to hold events that serve food and are *open to the public* are required to get a permit. If you advertise (with newspaper, television or radio announcements, flyers, signs, banners or other means) to the public, you are required to get a permit.

Why is a permit necessary?

The state law says that all food served to the public must follow current food service regulations (WAC 246-215). The permit is proof to customers that your operation has been reviewed to ensure it meets food safety and sanitation requirements.

What is the application process?

- ☐ Complete the Temporary Food Service Application (pages 1-2 of this document).
- ☐ Submit your application to the Health District and pay the appropriate permit fee **at least 14 days before** the event.

Benton-Franklin Health District
7102 W. Okanogan Place
Kennewick, WA 99336
fax: (509) 585-1537

- ☐ An inspector will notify you when your application is received.
- ☐ Go over the application with a health district inspector (page 3 is completed by health dept.).

Please reach out to food safety staff with questions regarding COVID-19 or food safety requirements by calling the Environmental Health Office at 509-460-4205 or by emailing contactusfoodsafety@bfhd.wa.gov. We are eager to work with you to help you serve the safest food possible.



Benton-Franklin Health District

Environmental Health Division

Phone: (509) 460-4205

Fax: (509) 585.1537

7102 W. Okanogan Pl.

Kennewick, WA 99336

www.bfhd.wa.gov

For department use only

☐ **\$30.00**
(56.83)

Permit-Exempt Menu Items

State-listed menu items exempt from permit. *Such as popcorn, kettle corn, cotton candy, roasted nuts, etc.*

☐ **\$60.00**
(56.80)

Low-Hazard Menu Items

Menu items with handling, but most without temperature requirements. *Such as fountain drinks, espresso drinks, sno-cones, scoop ice cream, nacho cheese, hot dogs, pasteurized eggs.*

☐ **\$90.00**
(56.81)

Moderate Hazard Menu Items

Potentially hazardous foods that require cold holding and/or warming and hot holding. Necessitates temperature monitoring. *Such as cut melons, lettuce, and tomatoes; pre-cooked burgers; bacon, eggs.*

☐ **\$110.00**
(56.82)

High Hazard Menu Items

Raw, potentially hazardous foods that require cooking. Requires cooking, hot and/or cold holding. Necessitates temperature monitoring. *Such as hamburgers, chicken, steaks, raw sausage.*

☐ **@ \$15.00**
(56.83)

Additional Days

The above fees are for the first day of the event. There is an \$15 fee for each additional day of operation. Temporary events are limited to twenty-one (21) consecutive days.

☐ **\$30.00**
(56.84)

Late Fee

Applications and payment MUST BE RECEIVED at least 14 days before the event. A \$30.00 late fee will be charged if the application and payment are not received at least 14 days before the event. Vendors attending recurrent (weekly) events must submit their first application according to this late fee schedule; subsequent applications will not be charged a late fee if received prior to 3 business days before the recurrent event. FOR ALL APPLICANTS, including recurrent events, permit fees will be DOUBLED for applications received 1-3 business days before the event.

Your Name

Applicant Name (please type or print)

Applicant Phone Number

Applicant Mailing Address

City

State Zip Code

Person In Charge of Booth

☐ Yes ☐ No

Current Food Worker Card?

Organization/Business Name

Email

(*At least one food handler with a valid Washington State Food Worker Card must be in the booth at all times.)

Event Type

Is this a recurrent event?

☐ Yes ☐ No

Event Name

Event Location

Event Coordinator

Coordinator Phone Number

Event Dates

Event Hours (service)

Estimated Number of Customers Served/Day

(Events with multiple days have additional fees)

Food

Please list all foods you will serve at the event. Only items listed will be approved for service.

Any changes must be approved prior to the event.

#	Food/Beverage Item	Location Purchased	Off-site Prep**	Hot Holding?	Cold Holding?
			Y/N	Y/N	Y/N

**If off-site preparation is selected, you must use an approved (permitted) kitchen facility.

Home-prepared foods CANNOT BE SERVED at events open to the public.

Name of Permitted Kitchen

Address of Kitchen

Phone

Temporary Food Establishment Application

Completion of this application does not necessarily indicate compliance with other state, county, or city agencies. It is the applicant's responsibility to contact these departments.

This application is based on WAC 246-215-131 (Rules and Regulations of the State Board of Health for Food Service- Temporary Food Establishments). A copy is available at your request.

Revised

4/21

Booth Description

Walls and ceiling must be made of material that protects the interior of the booth from dirt and weather. Foods cannot be prepared, cooked, or displayed on the front counter unless they are protected from contamination. Flooring must minimize dust and mud. Booth must be large enough to accommodate all activity and food storage.

Food preparation at home
(or other unapproved facility) is not allowed.

A sketch of your floorplan is required.

Note food prep, cooking, cleaning and handwashing areas.

Describe the following about your booth:

1. Floor: _____

2. Walls: _____

3. Ceiling: _____

4. Handwashing Facilities (in the booth)*: ☐ Plumbed Sink
☐ Temporary Handwash

* At minimum, you must provide 5 gallons warm water in an insulated container with a spigot, a bucket for waste water, pump-type liquid soap, and paper towels.

5. Dish Washing Facilities ☐ 3-Compartment Sink
☐ 3-Wash Basins

6. Water Source ☐ Municipal
Is the event providing water for you? ☐ Yes ☐ No ☐ Other _____

7. Wastewater Disposal ☐ Sewer
☐ Holding Tank (size) _____
☐ Other _____

8. Garbage Disposal ☐ Municipal
☐ Other _____

9. Power Needs ☐ Electricity
Have you confirmed availability of power at this event? ☐ Yes ☐ No ☐ Propane

Temperature Control

All Potentially Hazardous Foods (including, but not limited to, most animal products, sliced melons, cooked starches) must be stored at temperatures out of the Danger Zone (41°F-135°F). A calibrated thermometer is required to monitor temperatures often.

Will you use a clean, calibrated thermometer during the temporary event? ☐ Yes ☐ No ☐ n/a

Do you know how to calibrate your thermometer? ☐ Yes ☐ No ☐ n/a

☒ Check all temperature control methods you will use to keep potentially hazardous foods either below 41°F or above 135°F.
[Note how many units (and source of power; e=electricity, g=generator, p=propane) you will plan to use on the line following the equipment name.]

Cold Holding	Cooking	Hot Holding
<input type="checkbox"/> Refrigerator _____ <input type="checkbox"/> Refrigerated Truck _____ <input type="checkbox"/> Freezer _____ <input type="checkbox"/> Ice Chest _____ <input type="checkbox"/> Drained Ice _____ <input type="checkbox"/> Other _____ <small>(Mechanical refrigeration required for events over 8 hours.)</small>	<input type="checkbox"/> Oven _____ <input type="checkbox"/> Stove _____ <input type="checkbox"/> Barbecue _____ <input type="checkbox"/> Gas Grill _____ <input type="checkbox"/> Wok _____ <input type="checkbox"/> Fryer _____ <input type="checkbox"/> Roaster Oven _____ <input type="checkbox"/> Other _____	<input type="checkbox"/> Oven _____ <input type="checkbox"/> Stove _____ <input type="checkbox"/> Barbecue _____ <input type="checkbox"/> Gas Grill _____ <input type="checkbox"/> Steam Table _____ <input type="checkbox"/> Roaster Oven _____ <input type="checkbox"/> Chafing Dish* _____ <small>(*canned heat will only be permitted for indoor events <3 hours)</small> <input type="checkbox"/> Other _____

Read and mark Yes, No or n/a

- ☒ ☒ ☒ 1. You will enforce an **illness and handwashing policy** in your booth. You will provide a handwashing facility (with clean, warm, running water; pump soap and paper towels) that will be available before food preparation begins and will remain operable at all times that workers are in the booth. **FAILURE TO COMPLY WILL RESULT IN CLOSURE.**
- ☒ ☒ ☒ 2. You will provide **sanitizer** for wiping cloths or spray containers in your booth. All food-contact surfaces will be sanitized prior to, and during, food preparation. Solution consists of 1 teaspoon bleach in a gallon of water (or other approved sanitizer).
- ☒ ☒ ☒ 3. You will store potentially hazardous foods (PHF) out of the Danger Zone (41°F-135°F) and will monitor the temperature of PHF with an **accurate thermometer**. For PHF that have been heated through the Danger Zone, you will discard them at the end of the day. Cooling of leftovers is not allowed.
- ☒ ☒ ☒ 4. You will **keep raw meats and their juices away** from all other foods.
- ☒ ☒ ☒ 5. You will provide **water, ice and food from approved sources**. Home storage is not allowed. All wastewater will be disposed in a sanitary sewer (not storm drains).
- ☒ ☒ ☒ 6. You will make sure your **employees have accessible restrooms** (within 200 feet of your booth). Restrooms must have sinks with warm, running water. All employees must wash their hands after using the restroom.
- ☒ ☒ ☒ 7. You will provide an adequate number of utensils or a 3 basin **dishwashing facility**. All utensils will be washed in hot, soapy water (basin 1), rinsed in clean, warm water (basin 2), sanitized (basin 3) and *air dried* before use.
- ☒ ☒ ☒ 8. **You will store** all food, ice and single-service utensils, napkins, etc. off the ground. You will only use food-grade containers for food storage and transport.
- ☒ ☒ ☒ 9. You will use approved barriers including utensils, paper wraps and gloves (which must be changed when contaminated, ripped, or after changing tasks) to **prevent Bare Hand Contact with all Ready-to-Eat Foods**.
- ☒ ☒ ☒ 10. You will **educate** your employees on the guidelines on this application.

After receiving your application, an inspector will review your plan with you. Your menu may be restricted in order to be approved. Once the application is approved, NO changes may be made without approval from this department.

Signature of Applicant (Signing indicates acceptance of the guidelines stated on this application.)

Date

The reviewing inspector and applicant will discuss the preparation of all menu items. Details will be listed on this page, and additional pages as needed.

Food Preparation at Site: (All foods must be prepared on-site.)

How To Make A Handwash Station

1. Insulated Container with at least 5 gallons warm water.
2. Pump Soap
3. Paper Towels
4. Catch Bucket
5. Garbage Can

Wash & Assemble

All produce must be washed in clean, running water.

Approved Source

All foods must come from a commercial source (grocery store) and MAY NOT be stored at home.

Water and ice must also be from an approved source--water must be from city supply and ice must be store-bought.

Thaw

3 approved methods:

1. In refrigerator
2. Under cold, running water
3. During cooking process (only

for small amounts)

Cold Holding

Must maintain PHF at 41°F or colder.

1. In refrigerator
2. In container pushed down into ice (make sure the ice is up to the top level of the food)

<input type="checkbox"/> Handwashing <input type="checkbox"/> No Cooling						<input type="checkbox"/> Receipts <input type="checkbox"/> No BHC						<input type="checkbox"/> Cross contamination <input type="checkbox"/> Sanitizer						<input type="checkbox"/> FWC <input type="checkbox"/> Thermometer						<input type="checkbox"/> Warewashing <input type="checkbox"/> Menu Change					
---	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Signature

I certify by signature that I am the owner of the establishment or his/her designee. I further certify that I grant permission to allow the Health Officer and/or his/her representative(s) to enter said establishment at their discretion for the purposes of application, evaluation, pre-operational inspection, routine inspection or any subsequent inspections or investigations.

I understand if food is suspected of being contaminated and a threat to public health and/or in violation of WAC 246-215 (a copy of which is available to me at my request), said food will be voluntarily removed from human food channels by myself and/or my designee in the presence of the Health Officer.

I understand that any food service operating permit may be immediately suspended or revoked for failure to comply with Benton-Franklin District Board of Health Regulations or the WAC 246-215. In the event of suspension or revocation of my food service permit, I will be required to immediately cease and desist all food service operations until such time as a new permit, or continued operation, is authorized by the Health Officer.

Applicant Signature

Date

Cook

To appropriate temperatures:

- 135°F--Hot dogs, canned foods, cooked vegetables
- 145°F--Fish, shellfish, lamb, beef
- 155°F--Hamburger, raw sausage
- 165°F--Chicken, poultry

ALL cooked foods will be discarded at the end of the day. Cooling is NOT APPROVED at temporary events.

Hot Holding

Equipment must maintain food temperature at 135°F or higher.

Condiments

Condiments and straws must be individually-wrapped or protected from contamination--covered with a lid or handled only by the food booth staff.

Service

Foods that are ready to be served are considered ready-to-eat (RTE). RTE

foods must not be handled with bare hands.

Appropriate barriers:

1. Gloves (change often--when dirty, ripped, changing tasks. Wash hands after changing gloves)
2. Utensils (keep clean; in-use utensils should be stored in the product or ice water--the handle must always stay out of the product). Ice scoops must be stored outside of the ice bin on a clean, dry surface or in a clean container.

For department use only

Reviewed By

Phone or Office

Date

☐ Approved

☐ Rejected

☐ Approved with Restrictions